

# DIYANA ABDULAHAD

San Antonio, TX · 7262039901

dmufeed2@gmail.com

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**Certified Bookkeeper/Tax Accountant with eight years of experience in account reconciliations, streamlining accounts, Tax services and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.**

## **EXPERIENCE**

**2015 – 2017**

**Tax Accountant- Cumming keegings co.**

Analyzed tax law regulations to find potential deductions and recognize any deficiencies. Maintained positive relationships with clients, handled daily phone calls and emails. Prepared federal and state income tax returns for individuals, small businesses, and corporations. Completed invoicing, bank reconciliation, and 1099-MISC preparation tasks for small business clients throughout the tax year as needed. Helped with filing extensions after tax season and amending current and prior year reports.

**2017 - (Part time)**

**Tax Accountant/analyst, Bay CPA plus**

Prepared and reviewed federal and state income tax returns for high net worth individual and their related returns including estates and trusts and partnerships. Helped to maintain tax records and preparation of individual, charitable, trust tax returns and related schedule/forms. Provided assistance with tax return audits and compliance reports. Ensured periodic and quarterly tax filings are performed timely and accurately..

**2017 – 2019**

**Tax Accountant/Reviewer - 1-800 accountant**

Prepared federal and multi-state tax filing for high net-worth individual, medium to large corporate, and partnership with assets ranging from \$ 2 million to \$10 million, Performed quarterly and year-end tax projections to avoid and mitigate large amount of year-end tax payments using BNA tax planner. I have helped in creating invoices, adjusted entries and performed bank reconciliations in Quick Books and Quicken. Prepared and filed 1040, 1120, 1120s, 1065 and trusts. Helped in filing extension and prior years tax returns that needed amendments.

**2018 – 2019 (Remote)**

**Tax Accountant/Adviser - Minority Tax pro**

Worked seasonally as a tax adviser for individual and business tax handling. Advised individuals on tax law compliance and regulations. Helped to prepare monthly and annual tax reports for small business and individual clients (around 120 reports in tax season). Managed to file tax return on forms 1120 and 1065 for businesses.

**2019- 2021**

**Bookkeeper/Tax Accountant – Forte Business Services**

Managed payroll, Accounts Payable/Receivable handling timely payment of invoices for over 1 million in inventory, expense control procedures including the company-wide accounting of several bank accounts and credit card reconciliation, cash receipts, disbursements, purchase orders and inventory verification and charge backs through Quick Books Pro and Xero and related

software. Prepared or assist in preparing simple to complex tax returns for individuals or small businesses.

### **2021-2023**

#### **Tax Accountant/Bookkeeper - Tax Titans cpa**

Prepared multi-state tax returns in compliance with US federal and state law. Provided taxation consultancy and explained the intricacies of tax laws to business and individual clients. Prepared property, income, and occupation tax services for small businesses and individuals. Helped in assisting clients with IRS notices and provided taxation consultancy for client of different industry sectors.

## **EDUCATION**

### **06 2020**

#### **UNDERGRADUATE BACHELORS IN BIOLOGY- Minor in Finance - WORCESTER STATE UNIVERSITY**

I have a GPA of 3.9 and with high science grades in both course work of biology and chemistry and minored in financial services with GPA of 3.5

### **06 2017**

#### **HIGH SCHOOL DIPLOMA , NORTH HIGH SCHOOL**

I have done my general studies there for four years and graduated as an honor student with a GPA of 4.42 and 32 worth of credits.

## **Certification**

- Bachelors in Biology/Finance
- Medical/Legal interpreter and translator
- PTIN for tax services
- QuickBook certification
- xero certification
- NACPB certified
- Intuit BookKeeper Certification

## **Skills**

- Quick Books online – desktop
- xero software
- Microsoft Office certified
- GAAP
- sales Tax
- Tax software/Preparation -Lacerte, Proconnect, ultraTax, Drake software
- cash Accounting
- Time management
- Customer service
- Professional computer literacy
- Working with finance planning/ Payment processing.
- Delegation.
- Goal setting and meeting goals.
- Decision making.
- Managing appointments.
- Team management.

## **VOLUNTEER EXPERIENCE OR LEADERSHIP**

- I have an experience of over 400 hours of volunteering down at Worcester down town hall and the Worcester ecotarium in helping with seasonal events.
- I have volunteered at the true green earth day activities
- I have lead the HOSA association of medicine for three years and been involved with the student body government.